

The background of the entire page is a close-up, slightly blurred image of the United States flag, showing the stars and stripes in a draped, wavy pattern.

**ILLINOIS NATIONAL GUARD**

**TPP 904-2**


**Personnel Actions**

**SUPERVISOR'S HANDBOOK**

This supersedes Technician Personnel Plan 904, dated 1 October 1996, Chapter 2 Personnel Actions and Administrative Records.

Users of this publication are invited to send comments and suggested improvements, through command channels, to The Adjutant General of Illinois, ATTN: HRO, 1301 N. MacArthur Blvd, Springfield, Illinois 62702-2399

FOR THE ADJUTANT GENERAL:

  
GARY L. BRINNER  
Col, IL ANG  
Human Resource Officer

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## Chapter 1

### PERSONNEL ACTIONS AND ADMINISTRATIVE RECORDS

**1-1. General.** This chapter covers the processing of personnel actions required for appointment, personnel change action, and separation of Army and Air National Guard technicians.

#### Part I Filling Positions

**1-2. Fill Position Request.** TP Plan 335, Chapter 3 should be followed in order to fill a position. A SF 52, Request for Personnel Action, must be submitted through channels to the Human Resources Office (HRO). Each major organization/activity must establish an appropriate requesting and approval channel.

#### Part II Appointments

**1-3 Excepted Service Appointments.** TPP 904-3 describes the excepted service. The following defines procedures to be followed when requesting excepted service appointments for Army and Air Military Technicians.

a. Excepted Appointments. A permanent appointment is subject to a one-year trial period after initial appointment. As explained in TPP 904-8, each position is subject to the Civil Service or Federal Employees' Retirement System (CSRS or FERS) and the technician is eligible for Federal Employees' Group Life Insurance (FEGLI) and Federal Employees' Health Benefits Program (FEHB).

b. Conversion to Excepted Appointment. A conversion of a temporary or indefinite technician to a permanent appointment without a break in service. Benefits are described in paragraph 1-3a above.

c. Excepted Appointments- Part Time. A permanent appointment of 16 to 32 regularly scheduled hours per week which is subject to a one-year trial period after initial appointment. Positions are subject to the CSRS or FERS Retirement System and technician is eligible for FEGLI and FEHB insurances.

d. Excepted Appointments - Indefinite. A temporary appointment to fill a need that has an indefinite time requirement, minimum of one year and maximum of five years. Position is covered under FERS and the technician is eligible for FEGLI and FEHB.

e. Excepted Appointment- NTE (date). A temporary appointment that is NOT TO EXCEED (NTE) a certain period of time or date. Position is subject to the Federal Insurance Contributions Act (FICA) commonly referred to as Social Security and the technician is not entitled to FEGLI or FEHB.

**1-4. Competitive Service Appointments.** TPP 904-3 part II describes the competitive service. The following defines procedures to be followed when requesting competitive service appointments for Army and Air technicians. The SF 52 request for Personnel Action should contain the type of appointment requested as described below:

a. Career Conditional Appointment. A permanent type of appointment which is subject to a one-year probationary period. Position is subject to the Civil Service or Federal Employees Retirement System (CSRS or FERS) and the technician is eligible for Federal Employees' Group Life Insurance (FEGLI) and Federal Employees' Health Benefits Program (FEHB).

b. Career Appointment. A permanent appointment given to a technician after three substantially continuous, credible years of Permanent Federal Competitive Service. Benefits are described in paragraph 1-4a above.

c. Reinstatement-Career or Career-Conditional. A permanent appointment of a former career or career-conditional appointment. Benefits are as described in paragraph 1-4a above.

d. Transfer Movement. A transfer without break in service, of a currently employed permanent competitive employee from another agency to a permanent competitive appointment as an Army or Air technician. Only those benefits in effect under current appointment are transferable.

e. Conversion to Career or Career-Conditional. Conversion of a temporary technician to a permanent appointment without a break in service. Benefits are described in paragraph 1-4a above.

f. Career or Career-Conditional Appointment- Part Time. A permanent appointment of 16 to 32 regularly scheduled hours per week which is subject to a one-year probation period after initial appointment. Position is subject to CSRS or FERS and technician is eligible for FEGLI and FEHB.

g. Temporary Appointment- NTE (date). A temporary appointment that is NOT TO EXCEED (NTE) a certain period of time or date. Position is subject to FICA only and technician is not enlisted in FEGLI or FEHB.

h. Term Appointment. A temporary appointment to fill a need that has an indefinite time requirement, minimum of one year, maximum of four years.

**1-5. Appointment Procedures.** Selections for appointments to position vacancies are made by the selecting official from referrals of candidates furnished by the Human Resources Office as discussed in Chapter Six of TP Plan 335. The selecting official must accomplish certain selection actions as directed.

**1-6. Responsibility of Selecting Official.** The selecting official is responsible for the completion of certain appointment forms as follows:

a. Air National Guard selecting officials must coordinate entire selection process with Remote Designee at each base.

b. Army National Guard selecting officials must furnish appropriate forms to the selected applicant and, for permanent, indefinite and term appointments, schedule in-processing with the Human Resources Office. In-processing sessions



will be held in the HRO in Springfield at 0900 hours on the first work day for a new pay period. Appointment forms will be explained and completed during the session. If the technician is unable to attend the in-processing as scheduled, it will then be the selecting official's responsibility to secure an Appointment Package and complete the package as indicated in paragraph 1-7 and 1-8 below.

**1-7. Completion of Excepted Appointment Forms.** Table 2-A contains a chart that lists all the forms in the Employment Package and appropriate actions to be taken on each.

**1-8. Completion of Competitive Appointment Form.** Table 2-B contains a chart that lists all the forms in the Employment Package and appropriate actions to be taken on each.

### **Part III. Personnel Change Actions**

**1-9. Personnel Actions Effected During Employment.** During the course of employment as an Army or Air National Guard Technician, various personnel actions are required, either in response to a competitive selection or a permanent request. In this part, only those actions that require initiation by a selecting official, first line supervisor, or the technician are defined. Other actions initiated by the HRO will not be discussed here.

#### **1-10. Promotions.**

a. Promotion actions change employees to a higher grade level. (NOTE: If change is between GS to WG or WG to GS, HRO will determine appropriate nature of action.) Promotion action may be in response to competitive selection resulting from an advertised vacancy or be a career promotion effected without competition when the employee was previously selected for the position in a lower grade, i.e., trainee status, or as a result of a classification change.

b. Promotion-NTE (Date). A temporary promotion that may be a competitive or non-competitive action as discussed in Chapter two of TPP 335. (Should be for a period of more than 30 days, otherwise "Detail" is appropriate.)

c. Promotion-Permanent. A competitive action that changes an employee from a temporary promotion to permanent.

#### **1-11. Change to a Lower Grade.**

a. Changes an employee to a lower grade level. May be based on competitive selection or initiated at the employee's request, or as a result of a classification change. (NOTE: if change is between GS to WG or WG to GS, HRO will determine appropriate nature of action.)

b. Change to Lower Grade (From Temporary Promotion). Upon NOT TO EXCEED DATE of temporary promotion.

**1-12. Reassignments.** Reassignment is a change from one position to another without promotion or change to lower grade.

**1-13. Details.**

- a. Detail is a temporary assignment as described in TPP 904-3 Part III.
- b. Termination of Detail- required upon NTE date of detail or sooner if detail action is no longer required.

**1-14. LWOP- Return to Duty.**

- a. LWOP NTE (date). An action that places employees in leave without pay status. An SF 52 is required if LWOP (other than for military duty) will exceed 30 calendar days. When a technician enters a LWOP status to perform military duty, a DMAIL FORM 32 is required along with a copy of the technician's military orders if **any** period of the military duty is not covered by paid leave. See Appendix 2-B for a sample SF 52 LWOP.
- b. Return to Duty. An action that notifies the HRO that a technician has returned to duty following LWOP. (NOTE: When a technician returns from leave of absence requested on DMAIL Form 32, HRO must be contacted and informed of date of return. An SF 52 is not required in this instance). See Appendix 2-C for a sample SF52.

**1-15. Extension of Time-Limited Actions.**

- a. Extension of Appointment-NTE (date). A request to extend NOT TO EXCEED date of limited appointment. (This action must be checked with HRO prior to initiation).
- b. Extension of Promotion-NTE (date). A request to extend NTE date of promotion. (This action must be checked with HRO prior to initiation.)
- c. Extension of LWOP-NTE (date). A request to extend original NTE date.
- d. Extension of DETAILS-NTE (date). A request to extend detail beyond original NTE date. (This action must be checked with HRO prior to initiation).

**1-16. Miscellaneous Changes.**

- a. Name change. Required when name is changed by marriage, court action or other reasons.
- b. Change in Duty Station. A change required when duty location is moved to another city and no other action occurs.
- c. Change in Work Schedule. A change from part-time to full-time or full-time to part-time.
- d. Change in Hours. Change in number of total work hours during week (between 16 and 32) if change is expected to be for three pay periods or more.



#### Part IV. Separations

**1-17. Separation Actions Initiated by Technician.** Separation actions defined below are those that are effected upon initiation of technician through their own election.

a. Resignation- A voluntary type of separation initiated by the technician because of their desire to leave the organization or after receiving a notice of proposed adverse action based in whole or in part on employee's misconduct or delinquency.

b. Retirement- Voluntary. An optional retirement elected by technician after age and service requirements are met.

c. Retirement-Disability. A technician is eligible for this type retirement after attainment of five years of credible civilian service under CSRS or 18 months under FERS, but it can be approved only by the Office of Personnel Management.

d. Separation-US. Submitted by the technician upon entering active duty under Title 10 or AGR status under Title 32. (This type action does not negate the technician's reemployment rights.)

e. Termination-App't in (agency). Transfer of a technician to a different agency under the same or different type of appointment.

**1-18. Actions Initiated by Technician Following Notification of Separation.** Separations defined below are those that are effected by the technician through their own election.

a. Resignation- In Lieu of Involuntary Action (ILIA). A resignation submitted by the technician following receipt of notice of separation resulting from loss of required military membership, reduction-in-force or transfer of function outside of commuting area, unacceptable or unsatisfactory work performance, or written notice of purposed adverse action not based on employee's misconduct or delinquency. Effective date must be prior to separation date specified in the notice in order to be considered a resignation action.

b. Retirement - In lieu of Involuntary Action (ILIA). Applicable to those technicians who lose appropriate compatible military assignments or receive specific notice of reduction-in-force and who meet service requirements for optional (voluntary) retirement.

**1-19. Separation Initiated by the Agency.** All actions defined below are initiated in the Personnel Office or are coordinated between the supervisor/manager and HRO.

a. Termination- Applicable when a technician ceases to hold the compatible military assignment specified for their technician position receives a specific notice of reduction-in-force or transfer of function outside the commuting area fails to accept a management directed reassignment, or when separation is based on unacceptable or unsatisfactory performance. Also applicable when a technician abandons their position by quitting post of duty or by failure to return to duty following approved leave.

b. Removal-Separation of technician based on adverse action procedures.

c. Termination During Probationary/Trial Period- An involuntary separation initiated prior to completion of 12 month probationary/trial period.

**1-20. Separation of Temporary NTE Technician.** These separation actions do not require a formal advance notification to the technician by supervisor/manager.

a. Termination-Expiration of Appointment. Separation effected on the date specified to be the NOT TO EXCEED date.

b. Termination- A separation initiated because of lack of work or funds which may be made effective at any point prior to the expiration of appointment.

c. Resignation. A voluntary separation prior to expiration of appointment date.

d. Termination. Based on unacceptable or unsatisfactory performance.

**1-21. Death of a Technician.** Supervisors must notify the HRO by the most expeditious means upon the death of a technician.

**1-22. Supervisor's Responsibilities in Effecting Separations.** In order to effect a separation from the technician program, the supervisor must take appropriate action for the type separation indicated.

a. Resignation. When a technician indicates their intention, either verbally or in writing, to resign from their position, the supervisor must complete an SF 52, Request for Personnel Action, and take applicable action as follows:

(1) Technician available for completion of documentation. An SF 52 should be given to the technician for his or her personal completion of Part E on reverse side of the form. Reference Appendix 2-A for a sample SF 52 resignation.

(2) Technicians not available for completion of documentation. If a technician is not available to submit a resignation as prescribed above, one of the following methods is acceptable:

(a) Written resignation may be submitted by the technician in writing, signed and dated, stating effective date and containing a statement of the reasons for its submission. This statement must be attached to an SF 52 that has subsequently been completed by the supervisor.

(b) Oral resignation. When a technician declines to submit a written resignation, an oral resignation must be accepted, preferably in the presence of witnesses. The supervisor must record the date oral resignation was received, the reason given for resigning or that none was given if that is the case, the effective date, and the names of any witnesses together with their statements. The supervisor must attach all this data to the SF 52 submitted.

(3) Obtaining reasons for resignation. Whether it is a written or oral resignation, reason(s) for the resignation should be obtained since the reason(s) may be needed to determine entitlement to other benefits. Since the



reason(s) for resignation is a permanent part of the Office of Personnel Management's permanent Official Personnel Folder, the technician should be reminded that his statements or reason(s) are subject to review should they ever apply for Federal employment in the future. General statements like "Personal Reason" or "Ill Health" are not detailed enough to allow determination of benefits such as unemployment compensation or right to file for disability retirement.

(4) Supervisor's rights to contradict technicians reason(s) for resignation. If the reason the technician gives for resignation is known to the supervisors to be different from the actual reason, the supervisor may forward a statement containing additional or modified reasons for the resignation as an attachment to the SF 52. If the additional or modified reason(s) contradict the employee's reason(s) or relate to their validity, it should be stated whether or not the technician has been informed of the right to file a grievance and whether or not the technician elected to do so. The supervisor may not make a statement on the eligibility for reemployment.

(5) Work-related reason. If technician's reason(s) for resignation are work-connected, the supervisor should submit a clarifying statement attached to the SF 52.

(6) Health Reason. When a supervisor suspects the technician's inability to perform duties of the job is related to health, the HRO should be contacted for proper procedures and advice of any benefits due.

(7) Enter Active Military Duty. When a technician indicates they are entering AGR or active duty military service, the supervisors should contact the Remote Designees for ANG technicians and the Human Resource Office for ARNG technicians.

b. Retirement. An SF 52 is required and should state in Part IV the reason, i.e., "...in order to obtain retirement benefits", or "...am applying for voluntary retirement benefits in order that I may accept employment in the private sector". The Human Resources Office should be contacted as soon as possible when a technician indicates their intention to retire.

c. Transfer to Another Federal Agency. An SF 52 is not required. If one is submitted, Part E, Reason for Resignation, may be completed with a statement that the technician is accepting employment in (Identify agency). The supervisor/manager should expeditiously notify HRO when a technician indicates their acceptance by another Federal agency, and furnish as much data as possible concerning the name of the agency, its location, etc. The actual separation will be effected by the HRO by coordinating the transfer with the appropriate supervisor/manager and the gaining Federal agency. A mutually agreed upon effective date will be arrived at in order that the technician does not incur a break in service.

d. Abandonment of Position. An SF 52 must be completed and submitted along with any documentation required by the HRO.

e. Removal or Termination. Separation actions initiated under adverse procedures do not require an SF 52.



f. Separation of Temporary Technician. If a temporary technician will be separating prior to the Temp. Appt. Not to Exceed Date, an SF 52 should be forwarded by the supervisor/manager in advance of separation date.

g. Death. The supervisor/manager should forward a certified copy of the death certificate to HRO.

**1-23. Effective Date of Separation.** Generally, the effective date of separation is the last date on which the employee is carried on the rolls unless an exception is indicated below:

a. Resignation. Effective on the date specified by the employee.

b. Retirement-voluntary. Effective on the date specified by the technician.

c. Retirement-disability. Effective upon the receipt of approved application from Office of Personnel Management. (NOTE: If reason for termination is loss of military membership because of physical disqualification and the technician applies for regular disability retirements, the effective date of termination is date adjudication is received from the Office of Personnel Management, but if the technician applies for disability benefits under the "special disability" provisions for National Guard technicians the effective date is as specified in the notice).

d. Upon Entering Military Service. Effective on day before entering active duty or, if they have military leave to their credit, on the last day of military leave. If an individual elects LWOP in lieu of resigning upon entrance on active duty and then fails to return to work when released from active duty, the separation date will be effected the day before the LWOP began.

e. Transfer to Another Federal Agency. Effective on day preceding the day they enter on duty in the new employing office.

f. Termination. Effective on day specified in the notice of termination.

g. Removal. Effective on day specified in the notice of termination.

h. Termination of Temporary Appointment. Effective on NOT TO EXCEED date.

i. Death. Separations for death are effective on the exact date of death.

**1-24. Withdrawal of Resignation.** Under certain circumstances a technician may withdraw draw their resignation prior to the effective date. In these cases, the HRO must be contacted for determination immediately upon receiving a request for withdrawal of resignation.

**1-25. Separation Forms and Procedures.** When the HRO receives a notification of a separation, either by SF 52 as indicated in paragraph 1-23 or through involuntary action initiated by the agency, an SF 50, Notification of Personnel Action, will be issued. In addition, various forms concerning retirement, insurances and credible service will be sent to the separating individual. The Employee Copy of SF 50 along with all applicable forms will be mailed to the separating technician at their forwarding address listed on the SF 52.

**1-26. Return of Optional Form 55-Indentification Card.** It is the responsibility of the supervisor to secure and return the technician's identification card to the HRO or issuing office.

Part A - Block 1: Enter Resignation		REQUEST FOR PERSONNEL ACTION	
PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)		Proposed Effective Date	
1. Actions Requested RESIGNATION		12-01-1993	
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date 12-01-1993	
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized by (Typed Name, Title, Signature, and Request Date) ROGER READY, Admin Officer 12-01-1993	
PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)			
1. Name (Last, First, Middle) SAMPLE JOHN L		2. Social Security Number 987-65-4321	3. Date of Birth 12-01-1970
4. Effective Date			
FIRST ACTION		SECOND ACTION	
5-A. Code 5-B. Nature of Action		5-A. Code 5-B. Nature of Action	
5-C. Code 5-D. Legal Authority		5-C. Code 5-D. Legal Authority	
5-E. Code 5-F. Legal Authority		5-E. Code 5-F. Legal Authority	
7. FROM: Position Title and Number SUPPLY CLERK SUPPLY CLERK R7692000		15. TO: Position Title and Number	
8. Pay Plan GS		13. Pay Basis	
9. Oct. 2005		17. Dec.	
10. Grade or Level 5		19. Grade or Level	
11. Step or Rate 1		15. Step or Rate	
12. Total Salary \$34,340.00		20. Total Salary/Award	
12A. Basic Pay		20C. Adj. Basic Pay	
12B. Locality Adj.		20D. Other Pay	
12C. Adj. Basic Pay			
12D. Other Pay			
14. Name and Location of Position's Organization The Adjutant General of Illinois Camp Lincoln, Springfield, IL 62702-2399		22. Name and Location of Position's Organization	
BTRY H 2/222d FA			
EMPLOYEE DATA			
23. Veterans Preference			
24. Tenure			
25. Agency Use			
26. Veterans Pref for RIF			
27. FEGLI			
28. Annuity Indicator			
29. Pay Rate Determinant			
30. Retirement Plan			
31. Service Comp. Date (Leave)			
32. Work Schedule			
33. Part Time Hours Per Biweekly Pay Period			
POSITION DATA			
34. Position Occupied			
35. FLSA Category			
36. Appropriation Code			
37. Duty Station Code			
39. Duty Station (City - County - State or Overseas Location) Springfield, Sagamon, Illinois			
40. Agency Data			
41. 42. 43. 44.			
45. Educational Level			
46. Year Degree Attained			
47. Academic Discipline			
48. Functional Class			
49. Citizenship			
50. Veterans Status			
51. Supervisory Status			
PART C - Reviews and Approvals (Not to be used by requesting office.)			
1. Office/Function			
Initials/Signature			
Date			
2. Office/Function			
Initials/Signature			
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SF 52 - This form is completed in duplicate by supervisor and resigning or retiring technician. The supervisor must complete the front of the form. One copy is to be submitted to HRO through channels and duplicate copy retained by supervisor.



**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

Supervisors may not enter adverse information concerning the separation on the SF 52. Any additional or conflicting reasons for separation must be entered on a separate sheet attached to SF 52.

**PART E - Employee Resignation/Retirement**

**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

Technician must supply reason for resigning or retirement and effective date. Item E must be in technicians own handwriting.

2. Effective Date 3. Your Signature 4. Date Signed 5. Forwarding Address (Number, Street, City, State, ZIP Code)

**PART F - Remarks for SF 50**

SF 52 (REVERSE) - Resigning or retiring technician must complete this portion and furnish to supervisor for completion and forwarding to HRO

SF 52 (Reverse)

## PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)☐ Yes☐ No

SGT Sample has invoked entitlement to FMLA

Part D. Enter Reason for LWOP and  
any Additional Remarks.Part A. Block 1: Enter  
LWOP NTE (date) or Extension  
Of LWOP NTE (date)

## REQUEST FOR PERSONNEL ACTION

1. Actions Requested

Personal LWOP NTE 11-30-1993

Proposed Effective Date

3. For Additional Information Call (Name and Telephone Number)

4. Proposed Effective Date

10-06-1993

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

Sample, John J. 09-01-1993

Requesting Officer

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

Roger Ready, Admin Officer Approving Officer

## PART E - For Preparation of SF 50 (to be completed by HRM Supplement 398-1. Show all of facts in words, not by code)

1. Name (Last, First, Middle)

Sample, John J.

2. Social Security Number

987-65-4321

3. Date of Birth

01-01-1970

4. Effective Date

## PART F - ACTION

5-A. Code

5-C. Code

5-E. Code

Part B. Blocks 1 thru 3 Enter Data on  
Individual Concerned.

5-B. Nature of Action

5-D. Legal Authority

5-F. Legal Authority

7. FROM: Position Title and Number  
SUPPLY TECHNICIAN R7256000

15. TO: Position Title and Number

Items 7 thru 14 Enter Data on  
Current Position Held.

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
GS	2005	O5	1	35,340.00							

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization

The Adjutant General of Illinois  
Camp Lincoln, Springfield, IL 62702-2399

22. Name and Location of Position's Organization

BTRY H 2/222 FA

## EMPLOYEE DATA

23. Veterans Preference

1 - None

3 - 10-Point/Disability

5 - 10-Point/Other

2 - 5-Point

4 - 10-Point/Compensable

6 - 10-Point/Compensable/30%

24. Tenure

0 - None

1 - Permanent

2 - Conditional

3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES

NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per

Biweekly

Pay Period

## POSITION DATA

34. Position Occupied

1 - Competitive Service

3 - SES General

35. FLSA Category

E - Exempt

N - Nonexempt

36. Appropriation Code

Enter City, County and State

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Loc)

Camp Lincoln, Sagamon, Springfield

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

50. Veterans Status

51. Supervisory Status

## PART C - Reviews and Approvals (Not to be used by requesting office)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the  
proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE  
52-118

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-8239  
RCAS V1.0Example shows items to be completed for Leave Without Pay action, or Extension of  
Leave Without Pay.

## Appendix 2-C (Return to Duty)

SF 52 (Reverse)

## PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ Yes☐ No

Standard Form 52-B

Rev. 7/91

U.S. Office of Personnel Management

FPM Supp. 296-33, Subch. 3

## REQUEST FOR PERSONNEL ACTION

## PART A - Request

Part A. Block 1: Enter

1. Actions Requested

Return to Duty

Proposed Effective Date

RETURN TO DUTY

3. For Additional Information Call (Name and Telephone Number)

4. Proposed Effective Date

12-01-2005

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

Sample, John Q./ technicians name and signature.

8. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

Approving Official

## PART B - For Preparation of SF 52 Use only notes in FPM Supplement 292-1. Show all dates in month/day/year style.

1. Name (Last, First, Middle)

Sample, John Q.

Part B. Blocks 1 thru 3 Enter Data on Individual Concerned.

2. Social Security Number

000-00-0000

3. Date of Birth

01-01-1964

4. Effective Date

12-01-2005

## FIRST ACTION

5-A. Code

5-B. Nature of Action

## SECOND ACTION

6-A. Code

6-B. Nature of Action

5-C. Code

5-D. Legal Authority

6-C. Code

6-D. Legal Authority

5-E. Code

5-F. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

SUPPLY CLERK

15. TO: Position Title and Number

Items 7 thru 14 Enter Data on Current Position Held.

R76920000

8. Pay Plan 9. Occ. Code 10. Grade or Level 11. Step or Rate 12. Total Salary 13. Pay Basis 16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or Rate 20. Total Salary/Award 21. Pay Basis

GS

2005

5

1

24,340

0\$

12A. Basic Pay

20,000

12B. Locality Adj.

4,340

12C. Adj. Basic Pay

24,340

12D. Other Pay

0\$

20A. Basic Pay

20B. Locality Adj.

20C. Adj. Basic Pay

20D. Other Pay

14. Name and Location of Position's Organization

THE ADJUTANT GENERAL, TAG-IL  
1301 N. MACARTHUR BLVD  
SPRINGFIELD, IL 6270-2399

22. Name and Location of Position's Organization

BTRY H 2/202D FA

## EMPLOYEE DATA

23. Veterans Preference

1

1 - None

2 - 5-Point

3 - 10-Point/Disability

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/30%

24. Tenure

0

0 - None

1 - Permanent

2 - Conditional

3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

YES

NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per

Biweekly

Pay Period

## POSITION DATA

34. Position Occupied

1

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

E - Exempt

N - Nonexempt

36. Appropriation Code

37. Bargaining Unit Status

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Loc)

SPRINGFIELD/SAGAMON/ILLINOIS

Enter City, County and State

of Duty Station

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

50. Veterans Status

51. Supervisory Status

1 - USA 8 - Other

## PART C - Reviews and Approvals (Not to be used by requesting office)

1. Office/Function

Initials/Signature

Date

Office/Function

Initials/Signature

Date

A.

D.

B.

E.

C.

F.

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE  
52-118

OVER

Editions Prior to 7/91 Are Not Usable After 8/30/93  
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Table 2-A

## SELECTION PACKAGE FORMS FOR EXCEPTED (DS) APPOINTMENT

Explanatory notes are indicated by a parenthetical number, i.e., X(1)

A		B			C					D	
THE FOLLOWING FORMS		TO BE COMPLETED BY			FOR					AND MUST BE RECEIVED IN HRO	
NUMBER	TITLE	SUPERVISOR	TECHNICIAN	OTHER	INITIAL APT	REAPT FORMER FED EMP	CONV OF CURRENT FED EMP	TEMP APT	INDEF APT	BEFORE/ AFTER APT DT	NUMBER OF COPIES
SF 61*	APPOINTMENT AFFIDAVIT		X	X(1)				X		-5	1
INS 1-9	EMPLOYMENT ELIGIBILITY VERIFICATION	X	X		X	X		X	X	-5	1
SF 1199A	DIRECT DEPOSIT SIGN-UP		X	X(2)	X	X		X	X	-5	1
DMAIL 73	SUPPLEMENT TO APPLICATION FOR EXCEPTED APPOINTMENT		X					X(3)		-5	1
MDL 143	CERT SECURITY CLEARANCE			X(4)	X	X	X	X	X	-5	1
SF 144*	STATEMENT OF PRIOR FEDERAL CIVILIAN & MILITARY SERVICE		X(5)		X	X		X	X	-5	1
SF 258*	SELF-IDENTIFICATION OF MEDICAL DISABILITY		X					X		-5	1
SF 181*	RACE & NATIONAL ORIGIN IDENTIFICATION		X					X		-5	1
DMAIL 57	SELECTION OF CANDIDATES FOR TECHNICIAN POSITION VACANCY	X			X	X	X	X	X	-5	1
DMAIL 127	INDIVIDUAL DEVELOPMENT PLAN	X			X(9)	X(9)	X(9)		X(9)	-5	1
W-4*	EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE (FED)		X					X		-5	1
IL W-4*	EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE (STATE)		X					X		-5	1
NGB 300-6	REFERRAL & SELECTION CERTIFICATE	X			X	X	X		X	-5	1
SF 52	REQUEST FOR PERSONNEL ACTION	X		X(6)				X(3)		-5	1
SF 171/ OF 612/ RESUME	PERSONAL QUAL STATEMENT/ OPTIONAL APP FOR FEDERAL EMPL/ RESUME		X(10)		X	X	X	X	X	-5(8)	1
DMAIL 241	PERFORMANCE STANDARDS AND CRITICAL ELEMENTS FORM	X	X	X(6)	X	X	X	X(7)	X	-5	1

TECHNICIAN PERSONNEL PLAN

(DATE)

**Table 2-A (Cont)**  
**SELECTION PACKAGE FORMS FOR EXCEPTED (DS) APPOINTMENT**  
 Explanatory notes are indicated by a parenthetical number, i.e., X(1)

\* For Permanent and Indefinite ARNG Appointments, forms are completed at in-processing.

**Notes:**

- (1) Officer designated to administer oaths.
- (2) Representative of financial institution where net pay is to be sent.
- (3) Not a required form, but helpful for qualification..
- (4) Military Unit or Military Personnel Office.
- (5) If Active Military Service claimed ALL periods must be substantiated by DD 214, Report of Separation, or comparable discharge form furnished by technician.
- (6) Approving Officer.
- (7) Required for Temporary Promotions over 120 days.
- (8) All applications/resumes forwarded to selecting official in Referral Packet must be returned to HRO in Selection Packet.
- (9) Required for appointments at grade lower than authorized (Trainee).
- (10) Applicant completes one of the three options listed.



**Table 2-B**  
**SELECTION PACKAGE FORMS FOR COMPETITIVE (NDS) APPOINTMENT**  
 Explanatory notes are indicated by a parenthetical number, i.e., X(1)

A		B			C						D	
THE FOLLOWING FORMS		TO BE COMPLETED BY			FOR						AND MUST BE RECEIVED IN HRO	
NUMBER	TITLE	SUPERVISOR	TECHNICIAN	OTHER	INITIAL APPT	REIN-STATE FED EMP	TRANSFER CURRENT FED EMP	TEMP APPT	TERM APPT	BEFORE/ AFTER APPT DT	NUMBER OF COPIES	
SF 61*	APPOINTMENT AFFIDAVIT		X	X(1)				X		-5	1	
INS 1-9	EMPLOYMENT ELIGIBILITY VERIFICATION	X	X		X	X		X	X	-5	1	
SF 1199A	DIRECT DEPOSIT SIGN-UP		X	X(2)	X	X	X	X	X	-5	1	
SF 85	DATA FOR NON-SENSITIVE OR NON-CRITICAL SENSITIVE POSITION	X	X		X	X		X	X	-5	3	
SF 87	FINGERPRINT CHART	X	X	X(3)	X	X		X	X	-5	1	
SF 144*	STATEMENT OF PRIOR FEDERAL CIVILIAN & MILITARY SERVICE		X(4)		X	X		X	X	-5	1	
SF 258*	SELF-IDENTIFICATION OF MEDICAL DISABILITY		X					X		-5	1	
SF 181*	RACE & NATIONAL ORIGIN IDENTIFICATION		X					X		-5	1	
DMAIL 57	SELECTION OF CANDIDATES FOR TECHNICIAN POSITION VACANCY	X			X	X	X	X	X	-5	1	
DMAIL 127	INDIVIDUAL DEVELOPMENT PLAN	X			X(5)	X(5)	X(5)		X(5)	-5	1	
W-4*	EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE (FED)		X					X		-5	1	
IL W-4*	EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE (STATE)		X					X		-5	1	
NGB 300-6	REFERRAL & SELECTION CERTIFICATE	X			X	X	X	X	X	-5	1	
SF 52	REQUEST FOR PERSONNEL ACTION	X		X(6)	X	X	X	X		-5	1	
SF 171/ OF 612/ RESUME	PERSONAL QUAL STATEMENT/ OPTIONAL APP FOR FEDERAL EMP/ RESUME		X(7)		X	X	X	X	X	-5(8)	1	
DMAIL 241	PERFORMANCE STANDARDS AND CRITICAL ELEMENTS FORM	X	X	X(6)	X	X	X	X(9)	X	-5	1	

TECHNICIAN PERSONNEL PLAN  
 (DATE)



Table 2-B (Cont)

## SELECTION PACKAGE FORMS FOR COMPETITIVE (NDS) APPOINTMENT (CONT.)

Explanatory notes are indicated by a parenthetical number, i.e., X(1)

A		B			C						D	
THE FOLLOWING FORMS		TO BE COMPLETED BY			FOR						AND MUST BE RECEIVED IN HRO	
NUMBER	TITLE	SUPERVISOR	TECHNICIAN	OTHER	INITIAL APT	REIN-STATE FED EMP	TRANSFER CURRENT FED EMP	TEMP APT	TERM APT	BEFORE/ AFTER APT DT	NUMBER OF COPIES	
DMAIL 58	CERTIFICATE – PRIOR EXPERIENCE	X			X	X	X	X	X	-5	1	
OF 306	DECLARATION FOR FEDERAL EMPLOYMENT		X		X	X	X	X	X	-5	1	

\* For Permanent ARNG Appointments, forms are completed at in-processing.

## Notes:

- (1) Officer designated to administer oaths.
- (2) Representative of financial institution where net pay is to be sent.
- (3) Person taking fingerprints must complete and sign.
- (4) If Active Military Service claimed ALL periods must be substantiated by DD 214, Report of Separation, or comparable discharge form furnished by technician.
- (5) Required for appointments at grade lower than authorized (Trainee).
- (6) Approving Officer.
- (7) Applicant completes one of three options listed.
- (8) All applications/resumes forwarded to selecting official in Referral Packet must be returned to HRO in Selection Packet.
- (9) Required for Temporary technicians appointed over 120 days.

TECHNICIAN PERSONNEL PLAN  
(DATE)